

**Greenhouse Gas Emission Reduction Task Force Meeting**  
**(Act 234, Session Laws of Hawaii (SLH) 2007)**  
**October 4, 2007**  
**State Office Tower (SOT), Room 405**  
**Meeting Minutes**

**Task Force Members Present:**

Co-chair Laurence Lau – Deputy Director for Environmental Health, Department of Health (DOH)

Acting Co-chair Mr. Maurice Kaya, Chief Technology Officer, Department of Business, Economic Development and Tourism (DBEDT), and DBEDT Director's designee

Mr. Frank Clouse – Manager, Refining, Tesoro Hawaii Refinery

Dr. Makena Coffman. – Assistant Professor, University of Hawaii (UH) Department of Urban and Regional Planning/Member, University of Hawaii Manoa Climate Change Commission (UHMCCC)

Mr. Mark Fox – Director, External Affairs, The Nature Conservancy

Dr. Lorenz Magaard – Professor, UH Department of Oceanography/Member, UHMCCC

Mr. Gareth Sakakida – Managing Director, Hawaii Transportation Association (HTA)

Representative from State Attorney General's Office: Mr. Gregg Kinkley

**Task Force Members Excused:**

Co-chair Mr. Theodore Liu – Director, DBEDT

Mr. Robbie Alm – Senior Vice President for Public Affairs, Hawaiian Electric Company

Mr. Jeffrey Mikulina – Chapter Director, Sierra Club Hawaii Chapter

Mr. Gary North – Senior Vice President - Pacific, Matson Navigation Co.

1. The meeting was called to order by Co-chair Mr. Lau at 1:05 p.m.
  - a. Mr. Maurice Kaya was introduced as Co-chair in Mr. Liu's absence.
  - b. Housekeeping matters
    - 1) Co-chairs may assign designees per Act 234, Session Laws of Hawaii 2007 (Act 234).
    - 2) Task Force (TF) members may not be represented by anyone but themselves. According to Chapter 92, Part I of Hawaii Revised Statutes (HRS) (the "Sunshine Law"), TF members may send observers to meetings but they may not speak for or vote for the TF member. Observers may make public statements, make comments, or ask questions only during the public comments period scheduled on the agenda, and not on behalf of the TF member.
    - 3) The requirement for a quorum in all TF meetings is attendance by six or more Members.
    - 4) Materials have been provided in the packet for the TF. The public may view the public copy in this room during the meeting today and/or sign-up to request a copy of any of the materials provided to the TF.

- 5) Minutes of the meeting will be made available to the public within thirty days, as required by law.

c. Introduction of Members Present

Co-chair Laurence Lau	Deputy Director for Environmental Health, Department of Health (DOH)
Acting Co-chair Mr. Maurice Kaya	Chief Technology Officer, Department of Business, Economic Development and Tourism (DBEDT), and DBEDT Director's designee
Mr. Frank Clouse	Manager, Refining, Tesoro Hawaii Refinery
Dr. Makena Coffman	Assistant Professor, University of Hawaii (UH) Department of Urban and Regional Planning/Member, University of Hawaii Manoa Climate Change Commission (UHMCCC)
Mr. Mark Fox	Director, External Affairs, The Nature Conservancy (TNC)
Dr. Lorenz Magaard	Professor, UH Department of Oceanography/Member, UHMCCC
Mr. Gareth Sakakida	Managing Director, Hawaii Transportation Association (HTA)

d. Representative present from Attorney General's Office

- 1) Mr. Gregg Kinkley, Deputy Attorney General

e. Staff support present from DBEDT and DOH

- 1) Dr. John Tantlinger – Manager, Energy Policy and Planning Branch, DBEDT
- 2) Mr. Wilfred Nagamine – Manager, Clean Air Branch, DOH
- 3) Mr. Steven Alber – Energy Planner, DBEDT
- 4) Mr. Barry Ching – Planner, DOH
- 5) Ms. Priscilla Ligh – Engineer, DOH
- 6) Ms. Karen Shishido – Energy Analyst, DBEDT
- 7) Ms. Estrella Seese – Consultant

2. The introduction of the TF members was followed by presentations relating to Act 234 and the Hawaii Sunshine Law.

- a. An overview of the *Hawaii Greenhouse Gas Emissions: Estimates for 1990* Report (published in 1997) was presented by Mr. Steven Alber discussing the requirements under Act 234 as well as the changes in methodology (e.g., updated global warming potential factors) since the last inventory was done in Hawaii.

- b. An overview of the main components of Act 234, and the draft management plan was presented by Dr. Tantlinger. A copy of the draft management plan was provided to the TF members. It includes preliminary allocation of the Act 234 appropriated funds budget, draft timeline and schedule for the required action processes, and draft action items and generalized proposal for TF meetings.
  - 1) Drs. Magaard and Coffman asked whether the uses of the appropriated funds include funding for TF members' staff support; whether there is a "Greenhouse Gas (GHG) TF special fund"; and some background on how the draft budget was determined.

Co-chair designee Mr. Kaya and Dr. Tantlinger responded that the budget does not include funding for the TF members' own organizations' staff support, and there is no "Greenhouse Gas Task Force special fund." The appropriated amount is less than the amount proposed by DBEDT to the Legislature and may not be adequate to support all the requirements of Act 234 to fully implement the law, nor did this law establish any staff positions. The Act does not appropriate any funding for DOH to develop and enforce administrative rules it is required to produce under the Act. DBEDT is the expending agency for the appropriated funds, and will be the contracting agency for any consultants. The draft management plan is subject to review by TF members. The DBEDT staff and consultants that will be hired under the appropriated budget will support the TF members in carrying out their activities as mandated and required by the law, and will support DBEDT and DOH in updating the 1990 GHG emissions inventory.

- c. An overview of DOH's rulemaking procedure was presented by Co-Chair Lau. The procedure is governed by Chapter 91, HRS, "Administrative Procedure." DOH will develop administrative rules to implement the regulatory scheme and recommendations of the TF.
- d. An overview of the Hawaii Sunshine Law was presented by Deputy Attorney General Mr. Kinkley. The TF meetings and the conduct of all its activities are subject to Hawaii's Sunshine Law.
  - 1) The state Office of Information Practices (OIP) offers a 90-minute course on the Sunshine Law.
  - 2) TF Meetings must have a quorum (a simple majority, or 6 members).
  - 3) Meeting notices must be filed with the Lieutenant Governor's office at least six days prior to the meeting and publicly in the TF Office (DBEDT Strategic Industries Division office), and, if possible, at the meeting location. The notice shall include date/time, location, and agenda.
  - 4) If a vote is taken in the course of the meeting, votes must be recorded in the minutes of the meeting
  - 5) Meeting minutes must be produced and made available to the public. Exact transcripts are not required, but decisions and voting records must be included.

- 6) Roberts Rules of Order – TF will not adopt Roberts Rules except for procedural consistency when decisions are made by vote, in which case the procedure will require: a call for motion, motion offered and “seconded,” discussion opened and closed, and vote will be taken.
- 7) Requirements for holding executive sessions – meetings that are closed to the public. Justifiable reasons for executive sessions are limited.

Co-chair Lau stated that all Sunshine Law-related questions in future meetings will be referred to Mr. Kinkley.

3. Items raised during the open discussion among TF members:
  - a. Co-chair Lau reminded the TF members that a TF member cannot speak to the media on behalf of the TF, although this is not intended to constrain members’ expression of their personal views, which needs to be made explicit. Generally, media inquiries regarding the TF should be referred to Co-chairs.
  - b. TF meeting frequency – the TF members present agreed to have more frequent meetings (i.e., once a month) at the beginning, and can reduce the frequency later when the work plan has been set-up. It was suggested that TF meet every 1<sup>st</sup> Thursday of the month. All tentatively agreed to this set date by a show of hands, and Co-chair Lau will check with the absent members (Mr. Alm, Mr. Mikulina, and Mr. North). Plan the next meeting in the same place, SOT 405. DBEDT staff will prepare the public notice, check on the availability of the venue, and prepare the agenda as discussed by the TF. Staff also to explore getting a 1-day parking permit for the TF members during the meeting days, and record the meeting minutes.
  - c. Discussion of current activities related to topics covered by Act 234 that the TF members were aware and took note of, in order to avoid duplicating efforts:
    - 1) Co-chair Lau reported that Hawaii is a member of The Climate Registry (TCR) which is a multi-state reporting system for greenhouse gas emissions from individual sources. He is the State’s representative to TCR.
    - 2) TF members Drs. Magaard and Coffman are members of the UH Manoa Climate Change Committee. Dr. Magaard shared a copy of the magazine “Environmental Finance” and suggested that it is relevant to the tasks of the TF members. UH Manoa is a signatory to the American College and University Presidents’ Climate Commitment. UH Manoa has also received a grant to undertake an inventory of GHG emissions inventory and action plan.
    - 3) Mr. Fox noted TNC’s interest, from a policy perspective, relating to climate change and conservation. The organization supports market-based approach to gas emission reduction with carbon credits or carbon offsets; cap-and-trade; and auction of emission allowances. TNC is a member of the U.S. Climate Action Partnership.
    - 4) Future meeting agenda:
      1. Co-chair Lau suggested having a standing agenda item on budget, resources, and contracting.

2. Mr. Clouse suggested researching what other states, especially the West Coast states, are doing especially related to carbon trading, and developments in Congressional legislation on climate change.
  3. Scope of work for the Task Force consultants to be hired by DBEDT
  4. Climate related activities in Hawaii
  5. Dr. Magaard and Dr. Coffman will present more information on the Manoa Climate Change Commission and its activities.
  6. Members of the Hawaii Energy Policy Forum will present on the economic modeling that they are developing under a HECO grant.
4. Items raised during the public comment period:
- a. TF members were urged to keep abreast on the national level initiatives; TF staff should determine if the TF meetings have to be in public (government) buildings only.
  - b. TF members were urged to also keep abreast on the GHG initiatives implemented in other countries, such as Australia's carbon tax.
  - c. The Hawaii Energy Policy Forum is involved with several activities related to climate change and GHG emissions. RCUH (Research Corporation of the University of Hawaii) received a \$200,000 grant from HECO to develop models to support the GHG TF. They have started work on the model, and suggested putting them in the agenda for the next TF meeting.
  - d. One member of the public suggested inviting some of the UH graduate students (e.g. from the Oceanography Department) to present their climate change and GHG-related projects and activities to the TF.

The meeting was adjourned by Co-Chair Lau at 3:40 p.m.

Attachments: Handouts distributed at the meeting.